



ACQUISITION AND
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-3010



MAY 01 1997

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ATTENTION: SERVICE ACQUISITION EXECUTIVES
DIRECTORS OF THE DEFENSE AGENCIES
COMMANDER, DEFENSE CONTRACT MANAGEMENT
COMMAND

SUBJECT: Review and Approval of Single Process Initiative
Proposals

My memorandum of December 8, 1995, provides guidance for making block changes to existing contracts including timelines expected in this streamlined process. The DoD Inspector General has raised a concern that administrative contracting officers (ACOs) are inhibited from obtaining necessary technical or cost data from contractors by rigid interpretation of the 120-day goal for implementing Single Process Initiative (SPI) concepts. Please ensure that your ACOs understand the 120-day goal is achievable and they should adhere to it except where technical or cost benefits assessments cannot be adequately performed within that time frame. Contractors have a responsibility to provide appropriate supporting data, and our ACOs have the responsibility to ensure that technical and cost assessments supporting SPI actions are completed even if the time goal is exceeded.

Paul Kaminski
Paul G. Kaminski

